

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF COMMUNITY AFFAIRS**

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Sacramento, CA 94252-2054  
(916) 445-6000  
FAX 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 03-07****TO: All Eligible Jurisdictions and Interested Parties**  
**2003****DATE: June 1,****SUBJECT: 2003-04 Economic Development Allocation**  
**Over-The-Counter and Enterprise Fund Application Workshops****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2003-04 Community Development Block Grant (CDBG) Economic Development Over the Counter and Enterprise Fund application workshops. The dates, locations and agenda for the five workshop sessions are shown on the following pages.

**Workshop contents**

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

**Who should attend?**

These workshops are most important to those jurisdictions intending to submit an Economic Development Over the Counter and/or Enterprise Fund application in the FY 2003-04 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region.

**Travel to these workshops is an allowable CDBG expense under general administration.** EDBG Field Representatives from each region will be available for consultation at the workshops.

**For further information:**

Contact the CDBG-ED program Secretary at (916) 263-0484 or your ED Regional Representative. The agenda, directions and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

**Schedule of Economic Development  
2003-04  
Enterprise Fund \ OTC Application Training**

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<b>Date</b>		<b>Location</b>
Wednesday, July 2nd	<b>Williams</b>	Colusa County One-Stop 570 Sixth Street Williams, CA
Wednesday, July 16th	<b>San Diego</b>	San Diego State Building 1350 Front Street, Room B-107 San Diego, CA
Friday, July 18th	<b>Visalia</b>	Tulare Workforce Investment Department 4025 West Noble St, Second floor Visalia, CA
Tuesday, July 22nd	<b>Eureka</b>	Office of Education 901 Myrtle Ave, Sequoia Room A & B Eureka, CA
Thursday, July 24th	<b>Weed</b>	Lake Shastina Golf Resort 5925 Country Club Drive Weed, CA

**For further information:**

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

2003-04  
ENTERPRISE FUND VOTC APPLICATION TRAINING

## Williams

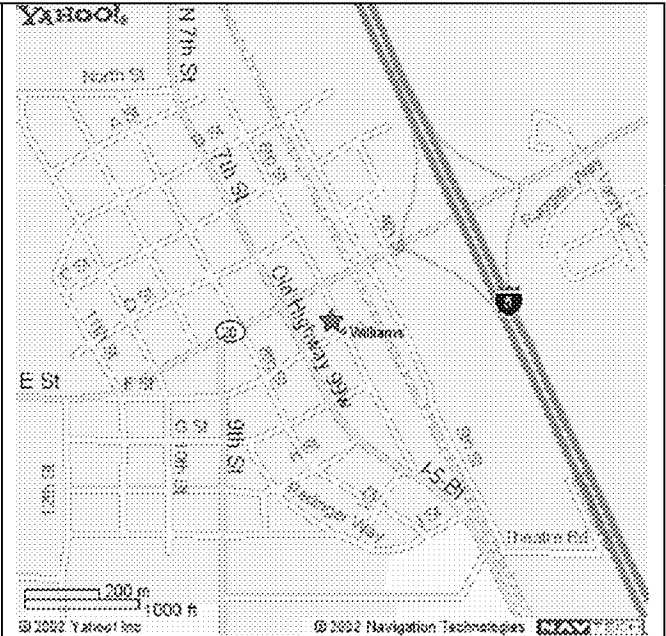
Wednesday, July 2, 2003

**Colusa County One-Stop  
570 6th Street  
Williams, CA 95987**

**Parking:** Free parking available near building.

**Facility Phone Number:** (530) 473-3927

**HCD Contact:** Ursula Eilat (916) 263-0477



## San Diego

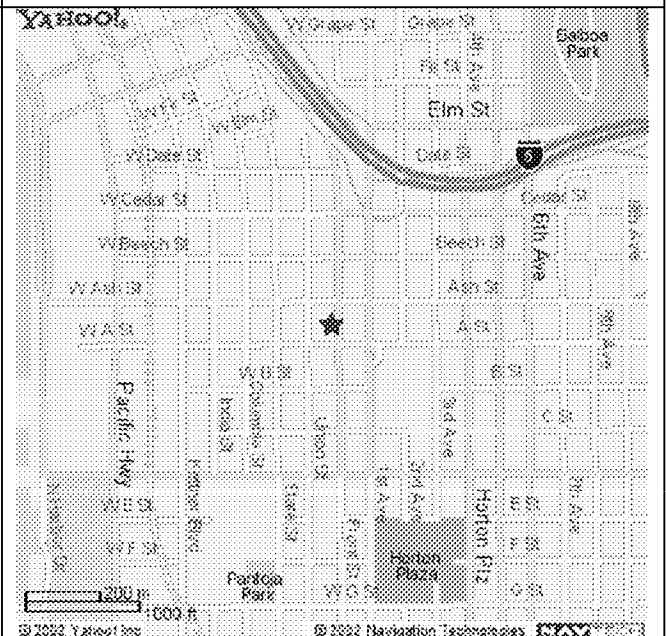
Wednesday, July 16, 2002

**San Diego State Building  
1350 Front Street, Room B-107  
San Diego, CA**

**Parking:** Metered street parking near building and parking lots (\$5-\$8 per day).

**Facility Phone Number:** (619) 525-4487

**HCD Contact:** Gayle Pitt (916) 263-0471



## Visalia

Friday, July 18, 2002

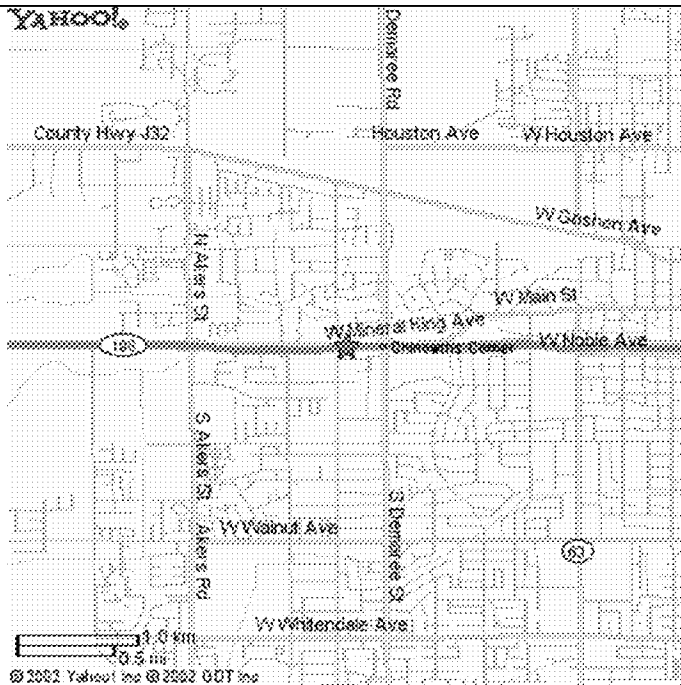
**Tulare County WID**  
**4025 W. Noble Street, Second Floor**  
**Visalia, CA**

Parking: Free, near building

Take Akers exit, West Noble is frontage road. WID is at the corner of West Noble and Chinowith across the street (east) from the Von's Shopping Center.

**Facility Phone Number: (559) 713-5200**

**HCD Contact: Gayle Pitt (916) 263-0471**



## Eureka

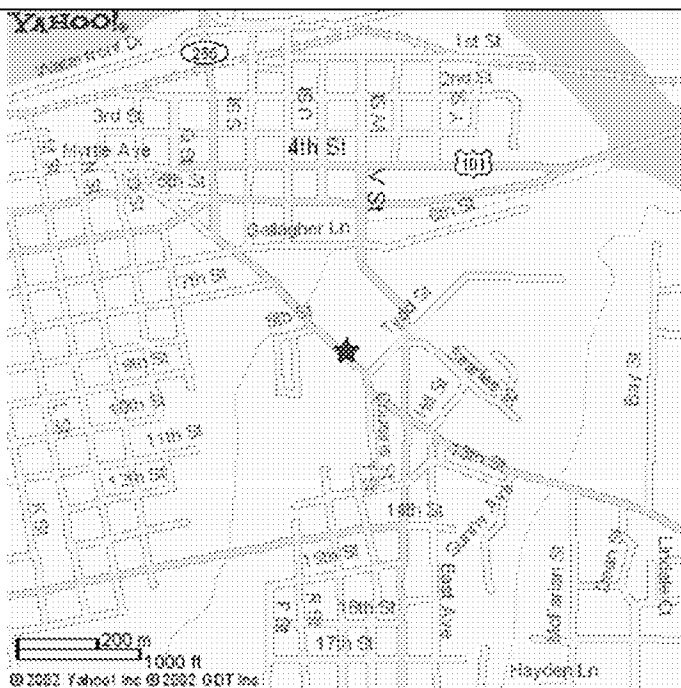
Tuesday, July 22nd, 2003

**Office of Education**  
**901 Myrtle Ave, Sequoia Room A & B**  
**Eureka, CA**

Parking: Free street and lot parking near the building.

**Facility Phone Number: (707) 445-7000**

**HCD Contact: Ursula Eilat (916) 263-0477**



## Weed

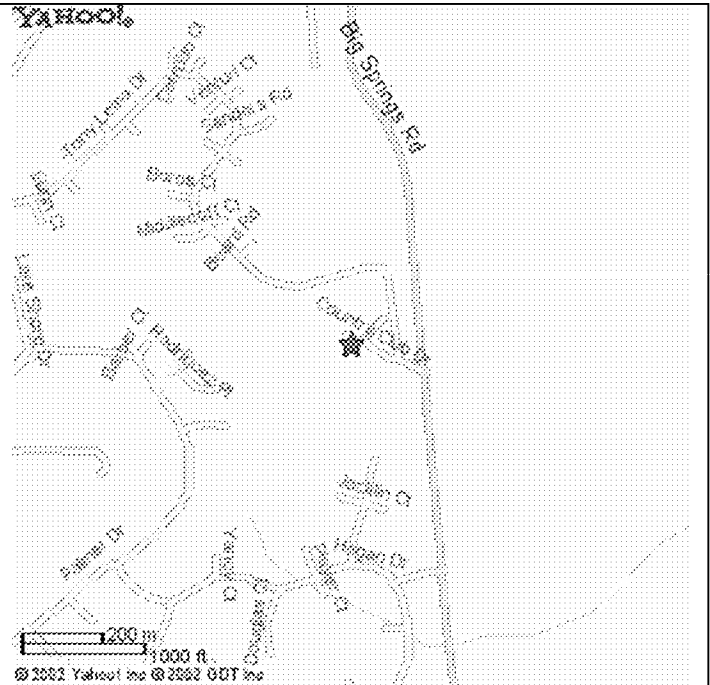
Thursday, July 24th, 2002

**Lake Shastina Golf Course**  
**5925 Country Club Drive**  
**Weed, CA**

Parking: Free parking near building

**Facility Phone: (530) 938-3201**

**HCD Contact: Ken Sano (916) 263-0477**



# ENTERPRISE FUND \ OVER THE COUNTER APPLICATION WORKSHOP AGENDA

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8:30 a.m.

**Registration**

9:00 a.m.

**Introductions**

## **Over the Counter Application**

9:15 a.m.

**Application Preparation**

- Application Submittal
- Review
- Funding Process

10:00 a.m.

**Break**

10:15 a.m.

**Project Design**

- Sample projects
- Questions and Answers

11:00 a.m.

**Lunch on your own**

## **Enterprise Fund Application**

12:00 Noon

**Overview of Application**

- Application Summary Form
- Activity Description Form
- Business Assistance
- Microenterprise Assistance
- Resolutions
- Statements of Assurances

1:15 p.m.

**Break**

1:30 p.m.

**Scoring**

- Need for Program
- Local Capacity
- Program Effectiveness

3:00 p.m.

**Questions/ Answers**

4:00 p.m.

**Evaluation/ Adjournment**